



**Northern District of Iowa
U.S. Pretrial Services & Probation Office
Employment Opportunity
VA #22-01**

United States Probation/Pretrial Services Technician

LOCATION: Cedar Rapids, Iowa and/or Sioux City, Iowa

CLASSIFICATION LEVEL: CL23

SALARY RANGE: \$35,788-\$58,169

The salary range listed here reflects the full pay scale for this position; however, starting salaries depend on education, skills, and experience. New incumbents usually start in the developmental range of the designated classification level (CL) and increase incrementally towards full performance and/or CL promotional advancements throughout their career.

OPENING DATE: January 12, 2022

CLOSING DATE: *Open until filled, per district need*

Note: An applicant who applies within the time period that the announcement is posted on <https://www.ianp.uscourts.gov> can be fully considered up to the time that the position(s) are filled per district need.

The United States Probation Office for the Northern District of Iowa is currently recruiting Probation/Pretrial Services Technicians in Cedar Rapids, Iowa, and/or Sioux City, Iowa to work with the United States Probation Office in the Northern District of Iowa. These positions are temporary (contingent upon funding and the needs of the office), and are not to exceed one year and one day, to which at such time, the ongoing necessity of the position will be assessed and considered for extension. The incumbent(s) will assist and support U.S. Probation/Pretrial Officers (USPO's) in the performance of their duties.

POSITION SUMMARY:

- May greet visitors and clients in person or on the telephone, answering routine questions, responding to and processing over-the-counter inquiries, and directing visitors and callers to the appropriate person or department.
- With direction from a United States Probation Officer (USPO) or support staff, sets up case files and/or folders; prepares reports, orders, and other documents essential to all probation units (pretrial, presentence, and supervision). Prepares letters, memoranda, recurring reports, and forms in accordance with policy and procedure. Composes routine correspondence for officers.
- Scans and uploads file documents as necessary.
- Perform data entry related to case related activity and sentencing information and/or may assist with compiling various statistical reports. Ensures quality of data entry.

- Receive, prioritize, process, and route incoming materials via inter-agency communication and/or incoming and outgoing mail.
- Assists in conducting criminal record checks through local or national law enforcement databases.
- May assist USPO's in preparing presentence reports, to include gathering information pertaining to prior records and personal/family data.
- May assist USPO's in compiling, analyzing, and evaluating information gathered during the case planning process general case related inquiries, and non-compliance reports.
- Under the direction of a USPO, may contact clients through office visits and telephone. Investigates employment/sources of income, lifestyle and associates to help verify, assess risk, and compliance factors.
- Communicates with other organizations and persons concerning offenders/defendants' behaviors and conditions of supervision. Assists the USPOs in preparing reports.
- Assists USPOs in verifying treatment compliance, including taking urine specimens.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

(Qualifications must be met at the time of application)

- A citizen of the United States or be eligible to work in the United States;
- High School Diploma or GED is required
- Candidates must have two years of general experience, defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

PREFERRED QUALIFICATIONS:

- Completion of bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, or human relations.
- Previous state or federal judicial or community corrections experience is highly desired.
- Working knowledge of Excel, Word, and Apple products.
- A thorough knowledge of spelling, punctuation, and proper grammar usage.
- Excellent time management skills, accuracy, attention to detail, and ability to handle multiple tasks simultaneously.
- Ability to organize work in fast paced, high volume office.

EDUCATIONAL SUBSTITUTIONS:

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

CONDITIONS OF EMPLOYMENT:

To learn more about careers in the judiciary, applicants are encouraged to view this video before applying.

<https://www.uscourts.gov/careers/who-works-judiciary/criminal-justice-careers>

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

All application information is subject to verification. The United States Probation Office reserves the right to check references and contact former employers and subordinates.

The U.S. Pretrial Services & Probation Office reserves the right to assign/reassign an employee to any unit (pretrial, presentence, or supervision) and/or specialized area, based on employee qualifications and the needs of the agency.

Benefits:

- Up to 13 days paid vacation per year for the first 3 years of employment; 20 to 26 days per year thereafter, dependent upon the length of federal service.
- Mandatory participation in the Federal Retirement System and Social Security.
- Optional Thrift Savings Plan (employer matching up to an additional 5% of employee contribution).
- Optional participation in the federal health insurance program of your choice. Optional vision and dental programs are offered as well.
- Optional participation in the flexible spending program for health and dependent care.
- Optional participation in a group life insurance program.
- On-site wellness room; various schedule options and work from home opportunities may be provided after a period of establishment and good performance.
- This position is subject to mandatory electronic funds transfer for payment of net pay.
- Please visit www.uscourts.gov/careers/benefits for additional information.

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to HR@IANP.USCOURTS.GOV.

Subject of Email should read: **22-01, Technician**

ALL DOCUMENTS LISTED BELOW MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

- Letter of application that describes your interest in pursuing this position and how your experience relates to the stated duties, responsibilities, skills and abilities of the position;
- Completion of the AO78-Federal Judicial Branch Application of Employment. Incomplete applications will not be considered. The application may be accessed at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
- Detailed resume including personal and professional references

Please note:

The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at hr@ianp.uscourts.gov. Applicants may view the district's Equal Employment Opportunity (EEO) and Employment Dispute Resolution (EDR) Plan on our website at <https://www.iand.uscourts.gov>.

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable

suitability determination. Judiciary employees serve under excepted appointments, and are considered “at will” and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Interviews and testing may be conducted with finalists. Only applicants who are interviewed will receive a response regarding their application.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdrawal the announcement without written notice to the applicants. More than one position could be hired from this posting. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. Probation Office may elect to select a candidate from the original qualified applicant pool. Posting may be continuously posted and/or reposted to address district vacancy needs.

***~THANK YOU FOR CONSIDERING THE NORTHERN DISTRICT OF IOWA
UNITED STATES PROBATION OFFICE AS YOUR NEXT PLACE OF EMPLOYMENT!~***